

**Minutes**  
**Warm Springs Public Service District**  
**June 21, 2017**

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10 AM on June 21, 2017. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on June 15, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:17 AM with two members present: Mr. Charles Johnson - Chairman, was present at the meeting, and Mr. Eric Lyda - Treasurer, attended the meeting by phone. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; and Bette Kidwell, WSPSD Office Manager.

The first order of business was the approval of the agenda. Upon a motion by Mr. Lyda, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the May 10, 2017 board meeting. Upon a motion by Mr. Johnson, the minutes from the May 10, 2017 meeting were unanimously approved as presented.

The next order of business was the approval of the minutes from the May 15, 2017 special board meeting. The minutes from the May 15, 2017 special meeting were not available for review.

The next order of business was the approval of the minutes from the May 26, 2017 special board meeting. Upon a motion by Mr. Johnson, the minutes from the May 26, 2017 special meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 39 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 39 invoices received, totaling \$47,724.27.

|  |            |
|--|------------|
| 1 Advance Auto Parts (May;tools,jump starter,batteries-truck,BS)                                 | \$211.46   |
| 2 Apple Valley Waste (May; dumpster rental - BS)   | \$127.18   |
| 3 BSWW(May;fire hydrant&water@WWTP&Office;Jun;meterbks)  | \$239.87   |
| 4 Capital One Bk (Apr/May;copier sup-Off,bd mtg travel;bulbs,waders,UV, supp-BS,GC,collect-Moon) | \$2,257.45 |
| 5 Cash (Jan-May reimb pc postage,paper supplies-off, BS)   | \$42.51    |
| 6 Comcast (May; phone /internet - Office)  | \$180.86   |
| 7 Terrance Cross (May; class Martinsburg 2 days miles reimb)                                     | \$53.50    |

|    |   |             |
|----|---|-------------|
| 8  | Scott Crunkleton (May/Jun; cell phone allowance;miles reimbursed)       | \$141.65    |
| 9  | Dawson's Home Ctr (May;Flare nut for sewer truck)                       | \$9.48      |
| 10 | Erie Ins Group (2017-2018 Worker's Comp Down Payment)                   | \$1,247.50  |
| 11 | GHS (Apr/May;Moon install;sludge;trench restore;Sensel- Franklin St)    | \$20,155.00 |
| 12 | Glen's Septic Service (May/Jun;hauling sludge 5 loads GC to BS)         | \$1,325.00  |
| 13 | John Hobday (May;tried twice open sewer line Sensel- Franklin St)       | \$100.00    |
| 14 | Charles Johnson (May;Regular & 2 Special Board Mtg Salary)              | \$325.00    |
| 15 | Monty Kerns (May/Jun; cell phone allowance)                             | \$40.00     |
| 16 | Klear Water Mgt (Apr/May;Bio-Max Bisulfite Tablets-GC;Alumin Sulfat-BS) | \$2,750.76  |
| 17 | Kauffelt&Kauffelt(Apr;fees Coolfont O&M agreement-Coolft reimb half)    | \$620.00    |
| 18 | Eric Lyda (May; Regular & 2 Special Board Mtg Salary)                   | \$325.00    |
| 19 | Lumos Networks (May; phone billing, GC, BS)                             | \$148.84    |
| 20 | Maryland Pipe & Supply (May;PVC pipe, coupling collect sys Warren St.)  | \$50.94     |
| 21 | Andy McKenzie (May/Jun; cell phone allowance)                           | \$40.00     |
| 22 | Miss Utility (Apr; Notification Service Fees)                           | \$32.20     |
| 23 | Northern Safety (Apr; eyewear,gloves,masks-safety items-BS,GC)          | \$128.96    |
| 24 | Postmaster(May; billing & postage - BS,GC )                             | \$540.03    |
| 25 | Potomac Edison(May;Off (\$74.63)BS(\$4709.86) & GC (\$867.01) WWTP&PS)  | \$5,651.50  |
| 26 | REIC Lab (Apr/May; wastewater analyses-BS, GC)                          | \$1,507.31  |
| 27 | South Morgan Repair (Apr;weld aluminum plates;shelf;wrench press-BS)    | \$120.00    |
| 28 | Superior Lamp (Apr;Hi Lumen lights - BS)                                | \$514.51    |
| 29 | Shives Elec (Apr;Symc mon;TVSS disply&module;Phase;Softstrts-BS,GC)     | \$1,705.38  |
| 30 | USA BlueBk(May;Hach samplr;dippers;filters;tank sprayr-BSGC)            | \$401.21    |
| 31 | Valley Credit Serv (Apr;collection fees-D Vangosen)                     | \$7.60      |
| 32 | Western MD Outdoor Power (Apr;Cub cadet lawn mower -BS, GC)             | \$269.99    |
| 33 | WEX (May; fuel for trucks)  | \$277.28    |
| 34 | WV Dept. H & H Service (Apr; water bacterl test -IP)                    | \$20.00     |
| 35 | CNB (Jun;mortgage payments)   | \$700.00    |
| 36 | EFTPS (May/Jun; SS & Medicare Contribution)                             | \$1,901.38  |
| 37 | WV PERS (May; Retirement Contribution)                                  | \$1,937.34  |
| 38 | WV PEIA (May; Health Insurance)   | \$1,347.58  |
| 39 | WV PEIA (May; Retiree Trust Fund)                                       | \$270.00    |
|    |   | \$47,724.27 |

The Board conducted the monthly review of the financial statements which include: the Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond Commission Status of Accounts statement. Upon a motion by Mr. Lyda, the financial statements were unanimously approved as presented.

Bette Kidwell, the WSPSD office Manager, was asked to appear at this Board of Directors meeting to provide her thoughts on adding a 2<sup>nd</sup> full time position at the main office. Mrs.

Kidwell addressed the Board members and presented the argument in favor of adding a second full time office position at the WSPSD main office.

The Board members considered the information provided by Mrs. Kidwell and discussed the option of authorizing a 2nd full time office person. Chairman Johnson moved to table any decision until a later date, the motion passed unanimously.

Following an extensive review over the past month, Mr. Lyda moved to approve the Fiscal Year 2018 annual budget as amended. The motion passed unanimously.

Mr. Lyda moved to table the final approval of the amended Employee Handbook until the July 2017 meeting, the motion passed unanimously.

#### The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 50,290 gallons of leachate for the month of May 2017 totaling \$4,526.10. (2) The Warm Springs PSD sent out 238 termination of service notices for the month of May 2017. (3) The West Virginia Public Service Commission has yet to grant final approval for the Operation and Maintenance agreement between the WSPSD and the Morgan County Commission. (4) GHS excavating has completed replacement of 120 feet of clay sewer line on Pendle Drive.

The Directors along with the GM discussed the "Scope of Work" for which Thrasher Engineering will be tasked with providing a preliminary design for a possible sewer line extension.

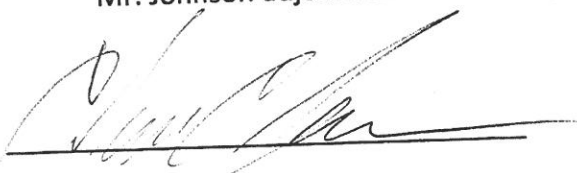
The Directors along with the GM discussed the disposition of an invoice received from Roto-Rooter, regarding their servicing of a clogged line on Warren St., Berkeley Springs.


Future Business: Continue discussion regarding CMA public water systems.

Public comments: There were no public comments.

The next Board meeting will be held on July 12, 2017, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 10:42 AM.

  
Charles Johnson, Chairman

Attest:   
Monty Kerns, Secretary